

Minutes of Meeting

Meeting Information

Agenda: To discuss the Implementation of Quality procedures in various departments

Date: 13-01-2020

Location:

Conference Room

Time: 10:30 AM

Meeting
Type:

Formal

Called By: Dr. S R Sridharamurthy (Director)

Facilitator
:

Dr. A V Rao (Professor)

Members Present:

1. Dr. S R Sridharamurthy (Chairperson)
2. Dr. Syed Ahamed (IQAC Coordinator)
3. Prof. Swarnadeep Maity
4. Dr. Karimulla Basha
5. Prof. Abishek Santosh Raj
6. Prof. Divya Mathur
7. Prof. Latha S.
8. Dr. A V Rao

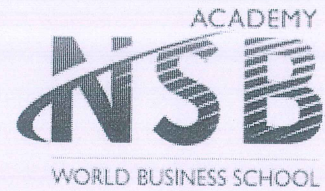
9. Mr. Vedamouli (Asst. Director- Establishment)
10. Mrs. Maheshwari (Asst. Director- Admissions)
11. Mr. Shivanna (Librarian)
12. Mrs. Shyama (HR)
13. Mrs. Bhavani (Asst. Director – Accounts)
14. Mr. Yousuf (IT Admin)

Agenda:

1. To talk on the importance of IQAC and the Quality processes in the department.
2. To inform the requirements from each department.
3. Discussion on upcoming workshop & CSR Activity

1. Dr. A V Rao formally welcomed the members present in the meeting and briefed on the agenda of the meeting.
2. He spoke on the importance of quality in the processes of each department and mentioned that there would be regular audits by the IQAC Cell.
3. Dr. Rao also stressed upon the documentations and maintenance of the same by every department.
4. Dr. Syed Ahamed and Prof. Divya Mathur then informed each department about the documents they had to maintain and they were asked to submit a copy of the same to the IQAC Cell.
5. It was informed to each department head that there would be quarterly meetings in relation to IQAC and they also needed to be ready at any moment for internal and external audits.

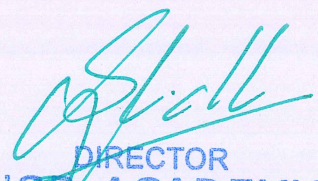
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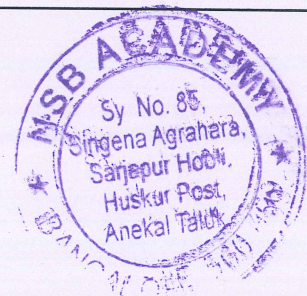


	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Submission of required documents to IQAC cell*.	All Department Heads: Mrs. Kavitha Mr. Vedamouli Mrs. Maheshwari Mr. Shivanna Mrs. Shyama Mrs. Bhavani Mr. Yousuf	20-04-2020	Plan of action will be discussed in the next meeting.
2	Internal & External Audit	IQAC coordinators	20-04-2020	Check all relevant documents as per the criteria requirement and come up with the gaps
3	Gamification Workshop organization	Dr. Syed Ahamed	01-04-2020	Communicating Students, Arrangement for the workshop, report Submission
4	CSR Activity (Ramanashree Ashram)	Prof. Swarnadeep Maity	08-02-2020	Communicating Students, Arrangement for the visit, report Submission

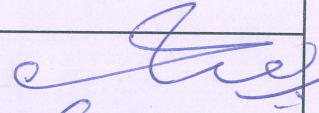
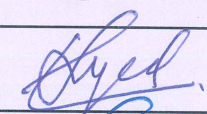
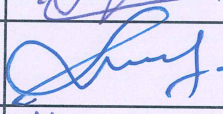
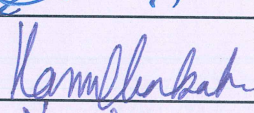
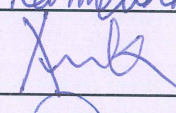
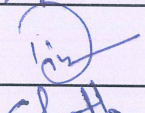
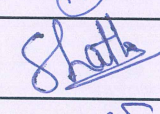
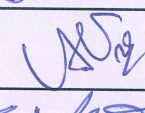
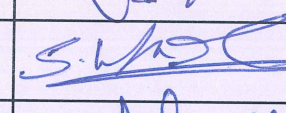
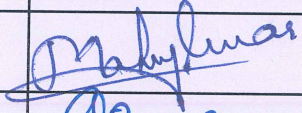
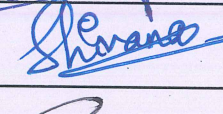
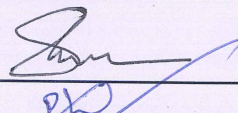
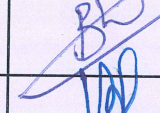
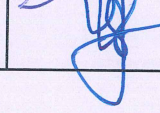
MoM prepared by	Approved By
Dr. A V Rao	Dr. S R Sridharamurthy

IQAC, Coordinator
NSB ACADEMY
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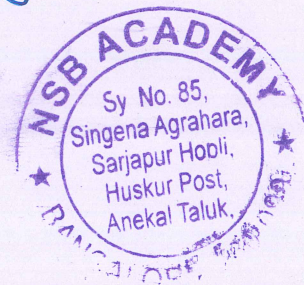

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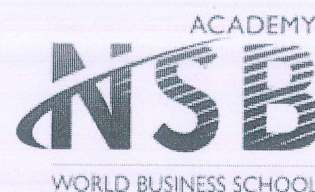
Minutes of Meeting

Sl.No	Name	Signature
1	Dr. S. R. Sridharamurthy	
2	Dr. S Syed Ahamed (IQAC Coordinator)	
3	Prof. Swarnadeep Maity	
4	Dr. Karimulla Basha	
5	Prof. Abishek Santosh Raj	
6	Prof. Divya Mathur	
7	Prof. Latha S.	
8	Dr. A V Rao	
9	Mr. Vedamouli (Asst. Director - Establishment)	
10	Mrs. Maheshwari (Asst. Director - Admissions)	
11	Mr. Shivanna (Librarian)	
12	Mrs. Shyama (HR)	
13	Mrs. Bhavani (Asst. Director - Accounts)	
14	Mr. Yousuf (IT Admin)	


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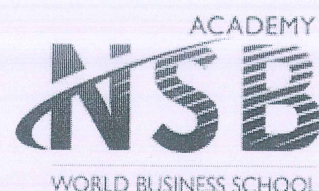


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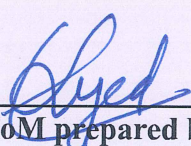
Meeting Information		
Objective: To review the IQAC functioning in each department		
Date: 20-04-2020	Location:	Online
Time: 10:30 AM	Meeting Type:	Formal
Called By: Dr. S R Sridharamurthy (Director)	Facilitator:	Dr. Syed Ahamed (HOD)
Members Present: 1. Dr. S R Sridharamurthy (Chairperson) 2. Dr. Syed Ahamed (IQAC Coordinator) 3. Prof. Swarnadeep Maity 4. Dr. Karimulla Basha 5. Prof. Abishek Santosh Raj 6. Prof. Divya Mathur 7. Prof. Latha S. 8. Dr. A V Rao	9. Mr. Vedamouli (Asst. Director- Establishment) 10. Mrs. Maheshwari (Asst. Director- Admissions) 11. Mr. Shivanna (Librarian) 12. Mrs. Shyama (HR) 13. Mrs. Bhavani (Asst. Director – Accounts) 14. Mr. Yousuf (IT Admin)	
Agenda: 1. To provide feedback on the documents submitted by each department 2. To Address challenges (If any) faced by each department 3. Online Classes for the students (Process Orientation)		
1. Dr. Syed Ahamed formally welcomed all participant for the meeting and informed about the absence of Dr. A .V Rao and mentioned that he would be facilitating the meeting. 2. Prof. Divya Mathur provided the feedback on the documents submitted by every department and the department heads were asked to resubmit documents which required corrections. (The feedback documents are in the Annexure) 3. Dr. S R Sridharamurthy appreciated the progress and the functioning of the IQAC cell and the members and encouraged all departments to put effort into maintaining the quality of their respective departments.		

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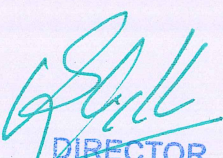


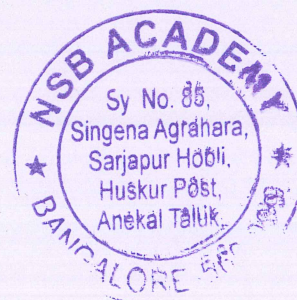
4. Dr. Syed Ahamed opened the forum to address any challenges that the departments faced with respect to maintaining quality, maintaining documents and availability of resources. Since there were no challenges addressed, the meeting ended with Dr. Syed thanking all department heads for their cooperation.

	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Re-Submission of required documents to IQAC cell based on the feedback*.	All Department Heads: Mrs. Kavitha Mr. Vedamouli Mrs. Maheshwari Mr. Shivanna Mrs. Shyama Mrs. Bhavani Mr. Yousuf	06-07-2020	Plan of action will be discussed in the next meeting.
2	Scheduling of Online Classes & Arranging of IA exam through online mode	HOD – Academics, Mr. Yousuf	06-07-2020	Based on the COE plan the Internal Exam
3	Organizing Online Workshop on Work from Home	Dr. Syed Ahamed, Prof. Abishek Santosh Raj	29-07-2020	Communicating students, Coordinating with Mr. Yousuf for the online platform

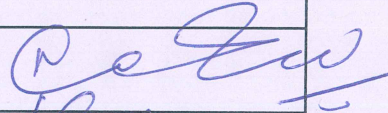
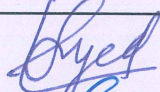
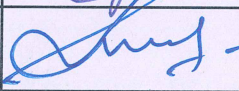
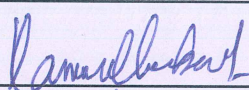
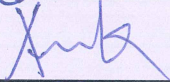
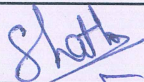
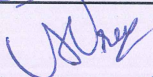
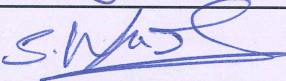
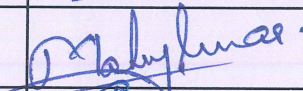
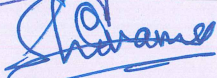
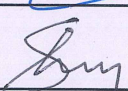
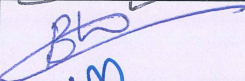
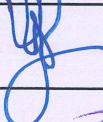
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Dr. Syed Ahamed	Dr. S R Sridharamurthy

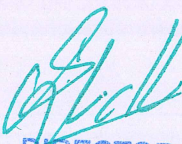
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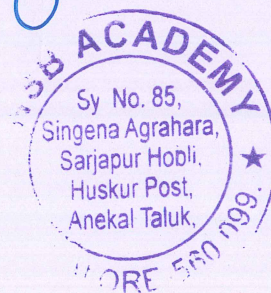

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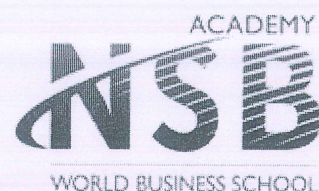
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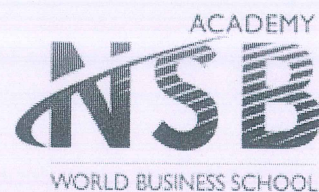


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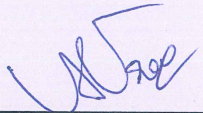


Meeting Information		
Objective: Review of Progress of IQAC Cell		
Date: 06-07-2020	Location:	Online
Time: 10:30 AM	Meeting Type:	Formal
Called By: Dr. S R Sridharamurthy (Director)	Facilitator :	Dr. A V Rao (Professor)
Members Present: 1. Dr. S R Sridharamurthy (Chairperson) 2. Dr. Syed Ahamed (IQAC Coordinator) 3. Prof. Swarnadeep Maity 4. Dr. Karimulla Basha 5. Prof. Abishek Santosh Raj 6. Prof. Divya Mathur 7. Prof. Latha S. 8. Dr. A V Rao	9. Mrs. Maheshwari (Asst. Director-Admission) 10. Mr. Saurav Kumar Das (Student) 11. Mr. Ram Saravana (Industrialist)	
Agenda: 1. To review the progress of the functioning of IQAC cell in the institute.		
1. Dr. A V Rao formally welcomed the members present to the meeting and acknowledged the absence of Adv. Jagadish Babu, Mr. Lakshminaryanan and Mr. Arun Kumar Basak. 2. The Director, Dr. S R Sridharamurthy, thanked all participants for being present and request the IQAC coordinator to present the progress of the Cell. 3. Dr. A V Rao, gave a presentation on the progress of the cell from November 2019 till June 2020. 4. Prof. Raghavaiah appreciated the work carried out by the cell and its members. 5. Dr. Syed Ahamed asked Mr. Saurav Kumar Das if there the students faced any issues on quality of resources that required attention. Mr. Saurav had no issues to address and stated that the students were satisfied.		

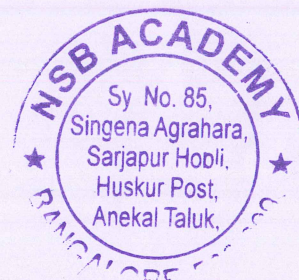
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	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Checking the submitted documents by all the departments	IQAC Coordinators	12-10-2020	Plan of action will be discussed in the next meeting.
2	Online Webinars & students' involvements	IQAC Coordinators & HOD Academics	12-10-2020	Scheduling for the guest Lectures
3	Library Utilization	Librarian	12-10-2020	Give online access to the NDLI and Other data sources

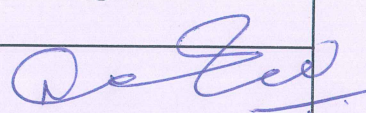
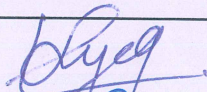
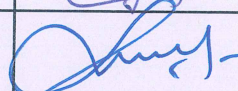
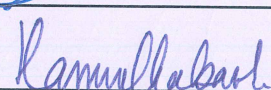
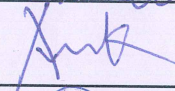
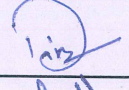
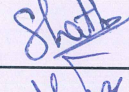
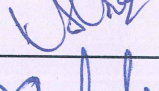
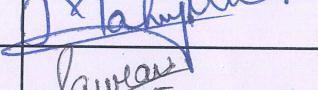
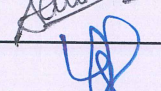
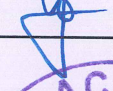
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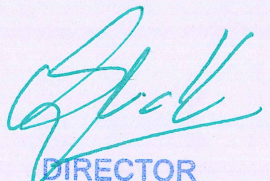



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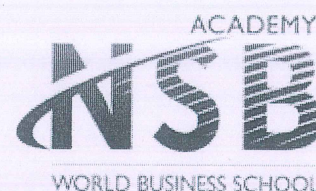
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Meeting Information		
Objective: To discuss the progress on the documents prepared by the respective departments		
Date: 12-10-2020	Location:	Conference Room
Time: 10:30 AM	Meeting Type:	Formal
Called By: Dr. S R Sridharamurthy (Director)	Facilitator :	Dr. A V Rao (Professor)
Members Present: 1. Dr. S R Sridharamurthy (Chairperson) 2. Dr. Syed Ahamed (IQAC Coordinator) 3. Prof. Swarnadeep Maity 4. Dr. Karimulla Basha 5. Prof. Abishek Santosh Raj 6. Prof. Divya Mathur 7. Prof. Latha S. 8. Dr. A V Rao	9. Mrs. Maheshwari (Asst. Director-Admissions) 10. Mr. Shivanna (Librarian) 11. Mrs. Shyama (HR) 12. Mr. Yousuf (IT Admin)	
Agenda: 1. To take stock of the documents prepared by each department and know the status of pending documents for the year 2020.		
1. Dr. A V Rao formally welcomed the members present in the meeting and acknowledged the absence of Mr. Vedamouly. 2. Each Department heads were asked to give an update on the documentation of their respective departments. 3. Once the Updates were given, it was informed by the director that the departments should wrap up with the pending documents by the end of the year 2020. The director also announced that the IQAC Committee would be reconstituted with new members from January 2021. 4. It was also informed to the department heads by Dr. A V Rao that the documents of 2020 needs to be submitted as Soft copies.		

Minutes of Meeting



	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Submission of Pending documents and Softcopies to IQAC cell.	All Department Heads: Mrs. Kavitha Mr. Vedamouli Mrs. Maheshwari Mr. Shivanna Mrs. Shyama Mr. Yousuf	21-12-2020	Plan of action will be discussed in the next meeting.
2	Awareness Building on COVID Protocol and Safety Measures	HOD Academics, Manager Admission	21-12-2020	Communicating students for the session and take necessary arrangements
4	CSR activity Organization	Prof. Swarnadeep Maity	01-12-2020	Coordinating with NGO for conducting Blood Donation Camp

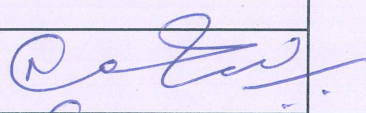
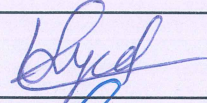
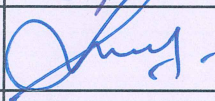
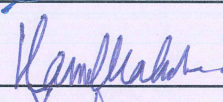
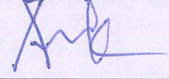
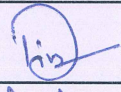
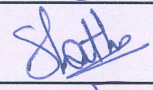
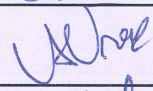
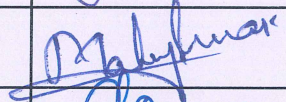
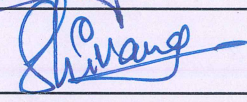
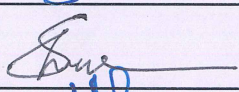
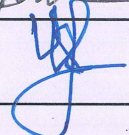
MoM prepared by	Approved By
Dr. A V Rao	Dr. S R Sridharamurthy

IQAC, Coordinator
NSB ACADEMY
Bengaluru - 560 099.

DIRECTOR
NSB ACADEMY
Sy. No. 85, Singena Agrahara,
Huskur Post, Anekal Taluk,
BENGALURU - 560 099.



Minutes of Meeting

Sl.No	Name	Signature
1	Dr. S. R. Sridharamurthy	
2	Dr. S Syed Ahamed (IQAC Coordinator)	
3	Prof. Swarnadeep Maity	
4	Dr. Karimulla Basha	
5	Prof. Abishek Santosh Raj	
6	Prof. Divya Mathur	
7	Prof. Latha S.	
8	Dr. A V Rao	
9	Mrs. Maheshwari (Asst. Director - Admissions)	
10	Mr. Shivanna (Librarian)	
11	Mrs. Shyama (HR)	
12	Mr. Yousuf (IT Admin)	


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